

Alderman Jacobs Academy

Vision and Mission



"To have energy for learning, life and the environment"

We want our children to be part of a good school which goes over and above to provide opportunities, skills and knowledge to make good academic progress; develop a range of skills for learning and life; have a positive attitude to challenges, themselves and others; to 'be green' and care for their environment now and in the future; show respect and have compassion and for their immediate environment, their community and the wider world; have high aspirations for what they can achieve; develop sporting and fitness skills and know how to live a healthy, happy life.

Trust Structure

Trust Members: Kevin Blencowe (Chair), Laura Holland, Eamonn Dorling, Lindsay Boucher

- Establish the trust and set out its constitution, through signing its memorandum and articles of association.
- Receive reports on the finances from the Trustees
- Receive reports on the strategy and evaluate risks which affect the continued success and growth of the Trust
- Appoint the auditors
- Appoint and remove Trustees
- Make changes to the Articles of Association

Trust Board of Directors (Trustees):, Laura Holland (Chair), Joel Combes, Laura Hemmaway, Sadie Wiles, Eleanor Gunn, Andrew Pattison, Cathy Carlisle, Tom Claxton

- Set the strategic direction of the Trust
- Accountability for compliance, statutory documents and returns
- Accountability for the effectiveness of Human Resources, Health & Safety & Educational Resources
- Ensure financial probity and compliance with the Funding Agreement and robustly monitor financial efficiencies
- The CEO/Headteacher provides the professional leadership of the Trust
- Accountability for the school's performance.

Audit & Risk Committee

Achievement Committee

Alderman Jacobs Academy Trust

Alderman Jacobs Academy Trust is a charitable trust regulated by the Department for Education. As a Single Academy Trust the Members and Trustees have distinctive but complementary roles and responsibility to ensure that the Trust operates with consideration to its financial responsibilities, identifies and manages risk, ensures public money is spent efficiently and avoids conflicts of interests.

The Members meet annually to ensure that the Trust has fulfilled its responsibilities and to receive the annual accounts and report. Members will approve any amendments made to the Trust's articles of association

As a Single Academy Trust, the Trust's board of directors is responsible for the decisions of the academy but may delegate some of its responsibilities to its various committees to ensure that its aims are effectively monitored. The Trust fulfils the functions of the local governing body and whilst its membership represents its different stakeholders, its decision making functions are compliant with those for the Board of Directors of a Multi-Academy Trust.

The Headteacher acts as Chief Executive and Accounting Officer and is responsible to the Secretary of State for Education to ensure the compliant and effective use of the funding it receives. The board has a Finance and Operations Manager who also acts as the Chief Finance Officer for the Trust.

Scheme of Delegation

Key:				
✓ Action to be undertaken at this level				
A Advice and support to those accountable for decision making				
< > Direction of advice and support				
Area of Responsibility	Decision	Delegation		
		Members	Trust	CEO/HT
Human Resources	Appoint/Remove Members	✓		
	Appoint/Remove Trustees	✓		
	Set role description for Members	✓		
	Set role description for Trustees	✓		
	Appoint Committee Chairs		✓	
	Appoint a Governance Professional to the Board of Trustees		✓	
	Appoint a CEO/HT		✓	
	Appoint academy staff			✓
	Establish and review policies		✓	<A
	Set appraisal/performance management targets for CEO/HT		✓	
	Set appraisal/performance management targets for staff			✓
	Pay review in line with Trust policy and statutory regulations		✓	<A
	Annual review of Trust & committee performance		✓	<A

Systems and Structures	Agree and review the Articles of Association	✓	<A	<A
	Establish the governance structure and review its effectiveness		✓	<A
	Set terms of reference for Trust committees and review annually		✓	
	Complete skills audit prior to recruit new Members	✓		
	Complete skills audit prior to recruit new Trustees		✓	
	Review annual report from Trust & committees on performance	✓		
	Create and review succession plans for governance and leadership		✓	<A
	Review Trust and committee member contribution		✓	
	Complete 360 review of chairs performance		✓	
Financial Probity	Appoint an external auditor	x		
	Set a programme for internal audit		x	
	Review and ratify the 5 year financial model		✓	<A
	Set and ratify the annual budget in accordance with the 5 year model		✓	<A
	Review expenditure and ensure delivery of annual budget		✓	<A
	Arrange insurance for the trust			✓
	Benchmarking and value for money		✓	<A
	Develop procurement strategy and efficiency savings			✓
	Receive and respond to the annual audited accounts		✓	

	Receive and review the responsible officer reports		✓	
	Receive and review the financial reports and KPI's		✓	
	Review Asset and Premises maintenance documents		✓	< A
	Acquire and dispose of Trust land		✓	< A
	Change use of Assets		✓	< A
	Establish and review financial policies		✓	< A
	Review corporate risk register		✓	< A
	Investment of Trust funding		✓	< A
Strategy and Leadership	Set Trusts vision and strategy		✓	< A
	Determine Trust statutory and school level policies to reflect the vision and ethos		✓	< A
	Set strategic objectives and development plan for the Trust		✓	< A
	Deliver strategic objectives of the Trust			✓
	Review and challenge the trusts leaders against the strategic objectives		✓	
	Ensure compliance with the obligations set out in the academies Financial Handbook		✓	< A
	Ensure the Trust is compliant with all regulations that affect the Trust eg charity law, company law, health & safety etc.		✓	< A
	Manage risks including establishing, reviewing and monitoring risk registers		✓	< A
	Engage with stakeholders		✓	✓

	Appoint & dismiss CEO/HT		✓	
	Set budgets to support delivery of key priorities		✓	< A
	Set Trust's staffing structure		✓	
	Set school staffing structure			✓
Reporting	Ensure Trust governance details on Trust/Academy website		✓	< A
	Establish and publish a register of all interests		✓	< A
	Submit and publish an Annual report on performance of the trust		✓	< A
	Submit an annual report and accounts		✓	
Holding to account	Agree auditing and reporting arrangements for matters of compliance		✓	< A
	Reporting arrangements for progress against key priorities		✓	< A
	Performance Management of CEO/HT		✓	
	Trustee monitoring		✓	